



Position Description

ASSISTANT LIBRARY SERVICES DIRECTOR

DEFINITION

Manages, directs, supervises, and coordinates the daily operations of all major divisions of service within the Library; maintains functional relationships among other service units; provides training and professional development to staff; develops policies and procedures; ensures that Library services are responsive to community needs; provides highly complex technical and professional staff assistance to the Community Services Director; may serve as the staff liaison to the San Bruno Culture and Arts Commission; may serve as the department head in the absence of the Community Services Director.

SUPERVISION RECEIVED

Works under general supervision of the Community Services Director.

SUPERVISION EXERCISED

Provides direct or indirect supervision of Library staff, including professional and paraprofessional staff and volunteers. This is a Fair Labor Standards Act (FLSA) exempt position.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Illustrative Only)

Plans, develops, and implements Library goals, objectives, policies, and procedures; manages, organizes and directs implementation of specific activities, projects, plans, and programs; monitors and directs work flow; reviews and evaluates work products, methods, and procedures.

Assists in the preparation and administration of the Library budget; assists in forecasting additional funds needed for staffing, furniture, equipment, materials, and supplies; administers the approved budget.

Responsible for daily Library operations; prepares and supervises work schedules and makes staff assignments to ensure adequate staffing levels at all times.

Participates in the selection, training, supervision, and evaluation of personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures; recommends employee terminations.

Participates in Library building planning, including selection and planning of Library furnishings, shelving, and equipment; works with outside vendors to implement the installation and completion of Library building projects.

Participates in the planning, overseeing, and implementing of computer-based systems, such as online catalogs, online systems, and other complex Library technology projects.

Provides professional and administrative support to the Community Services Director; compiles, analyzes, and prepares reports and related documentation.

Functions as the Library's Project Manager for special projects as assigned.

Answers questions and provides information to the public. Investigates difficult or sensitive patron complaints, and recommends corrective action as needed.

Serves as San Bruno's representative within the Peninsula Library System (PLS) on the PLS Administrative Council, and represents the San Bruno Public Library at professional library meetings within the California Library community.

Represents the City and Library in the community and at professional meetings and committees as necessary. May work with the San Bruno Friends of the Library, the San Bruno Library Foundation, local schools, and community groups as appropriate.

Oversees the selection and general collection of books and other items contained in the Library; reviews major selection tools; approves Library purchase orders; reviews books, periodicals, and collections which are outdated or not used, and coordinates removal and disposition.

May act as the Community Services Director in his/her absence.

Performs other duties as assigned.

PERIPHERAL DUTIES

Serves as a member of various employee committees; may represent the City and act as liaison with other agencies, and represents the City in professional organizations as appropriate.

May perform professional Library duties such as reference work, collection development, bibliographic instruction, reader's advisory, children's reference, and patron assistance with the Library's various computerized systems.

MINIMUM QUALIFICATIONS

Knowledge of:

Thorough knowledge of contemporary techniques, principles, and practices of public library service administration and organization; principles and practices of budget and financial procedures, techniques, and management; policies, procedures, and functions of public library cooperative systems; principles and practices of policy development and implementation; principles and practices of supervision, training, personnel management, performance evaluation, and employee relations; public library materials selection standards and policies; integrated library systems or similar programs; online and electronic media formats and their applications in public libraries; proficiency in office productivity software including word processing, spreadsheet, and presentation software; interpersonal communication techniques for interacting with the public and staff; principles and practices of business correspondence and report writing.

Ability to:

Organize, direct, and implement Library programs and services to meet community needs; assist in the preparation and administration of the Library budget; coordinate, supervise, train, and evaluate personnel and volunteers; establish, maintain, and foster positive and effective working relationships with those contacted in the course of work; analyze, interpret, and explain department and division policies and procedures; remain calm when faced with difficult situations and/or several people at the same time, handling situations with tact and firmness; exercise good and independent judgment, initiative, flexibility, and tact in response to changing situations and needs; plan, communicate, delegate, and monitor a variety of concurrent projects; communicate clearly and concisely, both orally and in writing; use personal computer for word processing and other library applications; represent the Community Services Director at various assigned functions.

Skill in:

Operating computer equipment; proficiency with a variety of computer platforms and software; operate listed tools and equipment.

EDUCATION AND EXPERIENCE

Graduation from an American Library Association accredited college or university with a Master's Degree in Library Science. Four years of progressively responsible experience in library management, including two years of direct supervisory experience.

SPECIAL REQUIREMENTS

Ability to obtain and maintain a valid California driver's license.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing and spreadsheet software, Internet search engines; phone, copy machine, fax machine, and vehicle.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit, talk, hear, use hands and fingers, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is regularly required to climb or balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in an office environment. Employee may be required to visit other departments, vendors, and customers. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

Employees primarily work indoors in a common work area and at a public service desk. Work schedule may include evenings and weekends.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job-related tests may be required.

Duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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